# Records Management Committee Meeting Minutes

Monday, August 24, 2026

1:00 p.m. to 2:00 p.m.

Utah Division of Archives and Records Service
346 S Rio Grande St
Salt Lake City, Utah 84101
Google Hangouts Meet

Approved

## In Attendance

### Board Members

- David Fleming
- Daniel Schoenfeld
- Kendra Yates, Utah Division of Archives and Records Service (DARS)–Director's designee
- Ruth Todd
- Steve Garside
- Tangee Sloan
- Veronica Solano, Utah Historical Society–Director's designee

### Other Attendees

- Paul Tonks, Attorney General's Office
- Alyssa Stringham, DARS
- Maren Peterson, DARS
- Matthew Pierce, DARS
- Renée Wilson, DARS
- McKayla Pham, Utah Department of Agriculture and Food (UDAF)
- Tyler Huff, Department of Commerce
- Jonathan Herrick, Department of Commerce

Meeting began at 1:01 PM.

## Business

- Approval of July 2026 meeting minutes
- Motion by Tangee Sloan
- Second by Ruth Todd
- Motion passed: Daniel, David, Tangee, Ruth, Steve, and Kendra voted in the affirmative; Veronica abstained

## Retention Schedule Review and Approval

### License-related correspondence (SSRS 31564)—New

*Submitted by Alyssa Stringham on behalf of Commerce*

Alyssa Stringham welcomed Tyler Huff from the Department of Commerce.

Alyssa Stringham explained that this series is created to differentiate from an old series that doesn't fit their retention needs for these different records. The entity is asking for a retention of 10 years and destroy, which is different than the general retention schedule for routine administrative correspondence (7 years).

David Fleming asked why they need the records 10 years. Alyssa explained that most of the Commerce records are kept for 10 years.

- Motion by Steve Garside to approve the retention schedule
- Second by Daniel Schoenfeld
- Motion passed unanimously

### Medical cannabis transportation manifests (SSRS 31531)—New

*Submitted by Maren Peterson on behalf of UDAF, Laboratory Services*

Maren Peterson welcomed McKayla Pham from UDAF. Maren Peterson explained what the records are. The entity is asking for a retention of 5 years and destroy.

Approved

Kendra Yates asked if there are any digital records. McKayla Pham explained that there are digital records but they're printed out and annotated and scanned back in.

Kendra Yates asked if the schedule would  apply to the digital records in the database. McKayla Pham responded that she would confirm with the people who are in charge of the database.

David Fleming asked whether digital records would have a second series.

- Motion by Kendra Yates to approve the retention, with a contingency to update the format management for the series to include digital records as well
- Second by Steve Garside

David Fleming asked if the database was administered by the Division of Technology Services (DTS). McKayla Pham responded that it is not.

David Fleming asked if McKayla Pham had any objections to adding digital records to the series' format management. McKayla Pham responded that she did not.

- Motion passed unanimously

Approved

## Medical cannabis report files (SSRS 31532)—New

*Submitted by Maren Peterson on behalf of UDAF, Laboratory Services*

Maren Peterson explained that these records are an analysis of samples submitted to the lab for quality assurance. The entity is asking for a retention of 5 years and destroy.

- Motion by Ruth Todd
- Second by Daniel Schoenfeld
- Motion passed unanimously

## Specialized products sample tracking forms—controlled substance (SSRS 31533)—New

*Submitted by Maren Peterson on behalf of UDAF, Laboratory Services*

Maren Peterson explained that these are product samples that are tested at the lab. The entity is asking a retention of 5 years and destroy.

David Fleming asked if these and the previous records discussed were all kept in the same database. McKayla Pham responded that they are not related.

David Fleming asked whether there are any digital records. McKayla Pham responded that there are not.

- Motion by David Fleming
- Second by Kendra Yates
- Motion passed unanimously

### Specialized products sample tracking forms—non-controlled substance (SSRS 31534)—New

*Submitted by Maren Peterson on behalf of UDAF, Laboratory Services*

Maren Peterson explained that these records are the same as those in series 31533, but they apply to non-controlled substances, so the entity doesn't need the records as long. The entity is asking for a retention of 3 years and destroy.

- Motion by Steve Garside
- Second by Tangee Sloan
- Motion passed unanimously

### Sample submission forms (SSRS 31535)—New

*Submitted by Maren Peterson on behalf of UDAF, Laboratory Services*

Maren Peterson explained that clients complete these forms. The entity is asking for a retention of 3 years and destroy.

- Motion by David Fleming
- Second by Ruth Todd
- Motion passed unanimously

Approved

### Laboratory reports (SSRS 80700)—Update

*Submitted by Maren Peterson on behalf of UDAF, Laboratory Services*

Maren Peterson explained that this retention schedule was previously approved for 5 years and destroy, but the entity would like to change it to 3 years and destroy. She explained that these records should be kept the same amount of time as the laboratory data records (SSRS 80701).

- Motion by Steve Garside
- Second by Kendra Yates
- Motion passed unanimously

### Dairy program test reports (SSRS 80705)—Update

*Submitted by Maren Peterson on behalf of UDAF, Laboratory Services*

Maren Peterson explained that this retention schedule was previously approved for 5 years, but the entity is asking for a retention of 3 years to meet federal standards, as stated on the NCMIS 2400 form.

- Motion by Ruth Todd
- Second by Veronica Solano
- Motion passed unanimously

## Other Business

- Follow up on any outstanding items
    - None
- Next meeting scheduled—9/28/26
- Committee members' attendance polled for next meeting, quorum verification
    - All confirmed they could attend

Adjourned at 1:22 PM

Approved